

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

2 June 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-35 – Expires 15 June 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal, retired or California State Military Reserve pay grade, not to exceed E-6.*** This vacancy announcement will expire on 15 June 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Project Inspector (SAD E-6)
b. EMPLOYMENT LOCATION:	Joint Force Headquarters, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	28 June 2010
d. SELECTING SUPERVISOR:	Director, CFMO

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-5 through E-7 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Must be a High School graduate or equivalent. ***Attach certification of highest level of education.***

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Must possess a valid state driver's license. ***Attach a copy of your current state driver's license.***

f. Must be able to operate or be familiar with construction inspection related equipment.

g. Must be able to frequently travel from one site to another, and to do set-up work. Incumbent may be placed on long-term assignment as primary inspector for a major project.

h. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.***

If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance

CAAG-SP

SUBJECT: State Active Duty Vacancy Announcement 2010-35 - Expires 15 June 2010

verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

i. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

4. Desirable qualifications include:

a. Able to perform Quality Assurance inspections on projects of any size or complexity or under general supervision.

b. Thorough familiarity with the various tools, equipment (to include computers) and software required to perform the duties of the position.

c. Strong administrative skills including the ability to prepare detailed daily, weekly, and other reports in prescribed electronic and hard-copy formats; actively participate in project meetings; record minutes and action items thereof; maintain a detailed project diary, documenting details of significant events; prepare, use and document checklists and confirm project progress payments.

d. Familiarity with the Uniform Building Code (UBC) and State Active Duty Standard Operating Procedures (SAD SOPs); ability to research compliance requirements with both; knowledge of the scope and limits of authority while assigned to both State and Federal projects, ability to accurately communicate same to others, and apply authority effectively.

e. Ability to read plans and specifications, identify errors and omissions therein, and monitor compliance therewith.

f. Ability to prepare cost opinions and review cost opinions prepared by others for accuracy and completeness.

g. Professional certification as a construction inspector (through ICBO, e.g).

h. Have a general knowledge of the California National Guard organization and the chain of command.

5. Principal duty functions:

The Project Inspector is directly responsible to the Quality Control Manager, Construction and Facilities Management Office (CFMO). Primary duties are for the Sustainment, Restoration and Maintenance (SRM) and military construction (MILCON) project inspections, to insure compliance with plans, codes, and specifications. The Project Inspector performs the following duties:

a. Makes on-site detailed continuous inspections of building projects and related facilities in the process of construction or alteration; prepares reports on the quality of materials and workmanship entering into construction; confirms and keeps records of time, materials, and number of crafts people of various trades employed on construction or alteration projects; keeps a diary and maintains a checklist of important conditions, progress, significant incidents and actions completed during the course of the work; confirms information required for progress payments to contractors; ensures compliance with Uniform Building Codes (UBC) and approved plans and specifications for the project.

b. Takes samples of construction material for testing and conducts field tests; detects and reports on deleterious soil conditions; checks layout lines and levels.

c. Continually reviews plans and specifications and makes changes, alterations, and/or recommendations as appropriate.

d. Prepares reports and associated correspondence for permanent record of all construction inspector activities completed; issues notices to correct code violations; issues "stop work" notices; testifies in court regarding violations.

CAAG-SP

SUBJECT: State Active Duty Vacancy Announcement 2010-35 - Expires 15 June 2010

e. Other duties as required within project inspector parameters. This position will require frequent and extended travel from one work site to another. May be placed on long-term assignment as primary inspector for major projects.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 15 June 2010. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders may submit their applications, along with all required documentation, via fax or e-mail to cheryl.arbaugh@ng.army.mil. Submit T10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (2 Jun 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed your application form?	
Have you attached certification of your highest level of military and civilian education?	
Have you attached a copy of your current state driver's license?	
Have you attached a copy of your height, weight & physical fitness verification?	